

GENERAL INSTRUCTIONS

0561

(No.1 January 1998)

All reports to the Legislature are to be processed through the Office of Legislation.

The final report or publication must be submitted to the Office of Legislation with a draft cover letter and a completed Request for Report Approval Form. The Office of Legislation will forward this package for surname and approval to:

- The Budget Office
- The Director's Office
- The Resources Agency Secretary
- The Governor's Cabinet Secretary
- The Governor's Chief of Staff
- The Governor for final approval and signature.

NOTE: Under no circumstances are copies of reports or publications to be released to the public or the Legislature until after they have been approved by the Governor's Office.

After approval, the report or publication will be returned to the Office of Legislation for final distribution in accordance with Government Code §9795, §14901 and §14903.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)